

INSTRUCTIONS FOR SAVING TEXT FILES FOR TELEPROMPTER

1. Compose your script in the specified, two-column format and save normally (as .doc file).
2. In MSWORD save the script again using “Save As” from the “File” pull-down menu.
 - a. Under “File name” use anything you wish.
 - b. Under “Save as type, find “Plain Text” and click on that, then save the file. (This removes all lines, headers, etc. and leaves only text.)
3. Now close the file on your screen and open up the .txt file you just created. You’ll find it wherever you saved it and you can recognize it because it has next to the file name a blank-looking paper icon with nothing else.
4. Once the .txt file is opened, you need to eliminate all the video and audio commands so all you have is your dialogue. (Fortunately, all the video stuff comes first.)
5. When you’re through, your script should look something like this:

((TALENT))

When you have three screaming children at your feet, you only want some escape.

I don't care about proper nutrition at times like these; just get me to Playland where I can turn the kids loose in the playpen.

((NARRATOR))

Playland is dedicated to the parent. We know that your day can be a little hectic.

Bring the kids on down here for dinner. We'll babysit for a while so you can relax with a nice big Playland shake.

((MOTHER))

Thanks, Playland!

6. Now save that .txt file onto a flash drive and either bring it to me prior to your production so we can load it up early or bring it with you on your production day.
7. At the teleprompter computer, open up your .txt file in MSWORD.
8. Now open up EZ Prompt (not EZ News) on the same computer and create a new prompt document.
9. Cut and paste the WORD .txt file into the new prompt document you created. Verify that it’s all correct, and save it to our class (Bagley 3228) on that computer’s drive.